



## ***Open Recruitment***

### **ENVIRONMENTAL PLANNER I** Approx. \$60,738 - \$73,828 Annual Salary

**Open: March 13, 2006      Close: April 7, 2006**

The Bay Area Air Quality Management District is currently recruiting for an Environmental Planner I position in the Grant Programs Section of the Outreach and Incentives Division. The Environmental Planner I, under close supervision, performs professional environmental planning work related to air quality/transportation grant programs such as those tasks described below; performs related work as assigned.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Conducts research, administrative and technical analyses of grant and incentive projects and programs.**
- **Reviews and evaluates grant applications for conformance with District policies and legislative requirements.**
- **Acts as a technical and administrative resource for grant applicants and project sponsors.**
- **Prepares grant funding agreements.**
- **Tracks progress of funded projects and programs.**
- **Prepares and presents reports to District committees and Board of Directors.**
- **Develops, reviews and revises grant program guidelines.**
- **Serves as the resource expert for assigned project categories and as backup for other project categories.**
- **Monitors and evaluates legislation and other governmental actions relating to grant programs**
- **Provides recommendations for District regulations, policies and programs.**
- **Interfaces with local, state and federal agencies regarding air quality grant and incentive issues.**
- **Responds to inquiries from and represents the District before government officials, consultants, and the public for grant program issues.**
- **Participates in the preparation of plans related to assigned work.**
- **Analyzes issues, prepares reports and recommendations relative to grant programs and projects.**
- **Provides input into mobile sources' impact on air quality.**
- **Confers with staff from other divisions and agencies in coordinating assigned work.**
- **Meets with community organizations and other groups to encourage cooperative action or resolve problems.**
- **Prepares a variety of written communications related to grant programs.**

#### **MINIMUM QUALIFICATIONS**

Equivalent to graduation from an accredited college or university with a graduate degree in regional, urban or environmental planning or a closely related field and one year of professional planning experience. Additional relevant experience may substitute for the graduate degree.

#### **OTHER REQUIREMENTS**

Must possess a valid California Driver's License and meet the automobile insurability requirements of the District. Must be willing to attend meetings outside of regular working hours.

## **HOW TO APPLY**

Interested individuals must submit a completed BAAQMD application along with their responses to the supplemental application questions no later than **5:00 p.m. on Friday, April 7, 2006**. For an application packet, visit our website at [www.baaqmd.gov](http://www.baaqmd.gov) or contact the Human Resources Office at (415) 749-4980. Completed application packets should be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. A resume may be included but will not be accepted in lieu of an official BAAQMD application. Postmarks, faxes, and e-mails will not be accepted.

## **SELECTION CRITERIA**

Selection will be based upon a competitive examination consisting of a combined work product exercise and interview. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and the top five (5) applicants will be scheduled for a hiring interview. If a panel interview is held it is tentatively scheduled for the week of April 17, 2006.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate as determined by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or less bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

## **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical option
- ✓ 100% District paid family dental
- ✓ 100% District paid vision
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid retirement (2% at 55 formula)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 36 hours of floating holiday per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980. EOE